

Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT
NUMBER: 10-63A**

**SUBJECT:
Management/Human Resources Assistant (Erbil)
FSN-07**

DATE: 12-19-10

This vacancy announcement is a reissuance of VA#10-63 with changed language proficiency requirement levels. All other requirements remain unchanged.

OPEN TO: All Interested Candidates/All Sources

FROM: Human Resources Office

POSITION: Management/Human Resources Assistant (Erbil), FSN-7; FP-7*

OPENING DATE: December 19, 2010

CLOSING DATE: December 30, 2010

WORK HOURS: Full time: 40 hours/week

SALARY: *Ordinarily Resident (OR): 22,539 USD p.a. (Starting Basic salary)
(Position Grade: FSN-7)

*Not-Ordinarily Resident (NOR): 39,994 USD p.a. (Starting Basic salary)
(Position Grade: FP-7).

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Baghdad is seeking an individual to fill the position of Management/Human Resources Assistant in **Erbil**.

BASIC FUNCTION OF THE POSITION:

The incumbent reports directly to the Management Officer/Deputy Team Leader and is responsible for handling and coordinating management functions like Human Resources, Visit Coordination, and General Management Support.

A copy of the complete description of all duties and responsibilities is available at:
<http://iraq.usembassy.gov/iraq/jobs.html>.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of secondary school required.
2. **Prior Work Experience:** Two years of related administrative experience required.
3. **Language Proficiency:** English, Arabic and Kurdish - Level III (good working knowledge) Language proficiency will be tested.
4. **Knowledge:** The job holder must understand the labor market and be familiar with local labor laws pertaining to local staffing.
5. **Skill/Abilities:** Must be able to deal effectively with customers and organize own work to meet established deadlines. Good customer service orientation and interpersonal skills are required. Must be able to use a computer for data entry, spreadsheets, word processing, and emails.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidates specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. A combination of both; i.e., Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and e-mailing it to BaghdadHR@state.gov.

To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on below:

<http://iraq.usembassy.gov/media/2010-current-pdfs/uae-and-instructions.pdf>

E-mails received without the appropriate subject line will not be considered. Your e-mail must state the vacancy title and vacancy announcement number in the subject line, example: 10-63- Management/HR Assistant (Erbil).

The Universal Application form is also available at the U.S. Embassy Baghdad internet: <http://iraq.usembassy.gov/iraq/jobs.html>

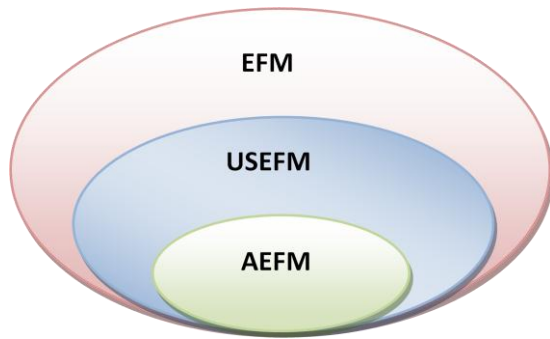
CLOSING DATE FOR THIS POSITION: DECEMBER 30, 2010

The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: D/HRO/WG
Cleared : PRT/MO/LKB
Drafted : HRMS/SMM

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service

Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes*

- or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle,
Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S.
Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

Vacancy Announcement

U.S. Embassy, Iraq



Announcement Number: 10-63	SUBJECT: Management/HR Assistant (Erbil)-FSN-07 Major Duties and Responsibilities	Opening Date: 12-16-10 Closing Date: 12-30-10
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MANAGEMENT AND VISITOR SUPPORT

- Manages and prioritizes routine and emergency COM traveler requests for lodging and other support, tracking routine visits and transit requests.
- Submits movement request to RSO for approval.
- Plans logistics for the visits including: coordinating with other RRT offices, RSO, and Control Officer.
- Prepares and maintains welcome packages for the visits.
- Assigns rooms for the visitors according to the number of the visitors and report rooms status to RSO and Management Officer.
- Updates the visitor reservation database.
- Prepares quantitative analysis on visitor management and prepares monthly reports for Management.
- Coordinates with the cleaner supervisor to ensure the rooms are ready for guests.
- Supports VIP visits.
- Provides expeditor assistance as needed for KRG offices and other foreign missions.
- Maintains the Ankawa Bucks food ticket program and is responsible for designing, printing, and distributing monthly food coupons to all American Staff and TDYers

HUMAN RESOURCE DUTIES

- Assists Baghdad HRO in managing human resource functions for all Locally Employed Staff (LES).
- Assists the Baghdad HRO in recruiting and hiring of LES, as needed, e.g., not limited to- arranging required medical exam for LES positions, coordinate the interview process, English test and all other aspects of the hiring process for LES.
- Assists Baghdad HRO in coordinating LE Staff performance evaluation program in Erbil, by ensuring receipt of work development plans, counseling sessions and performance evaluations for local staff. Ensure timely submission of same.
- Serves as overall timekeeper for the Management Section by reviewing and submitting timesheets, annual leave, sick leave, and overtime documentation for all Local Staff.

- Administrative POC for ensuring check-in and check-out procedures are followed by all American and local staff and for providing the information to HR Baghdad to complete check in/out processing action.
- Disseminates clear and accurate information to all staff pertaining to local and American HR issues.
- Updates the RRT emergency contact and telephone list.
- Serves as the POC for the local newspapers for advertising and publishing new Vacancies Announcement for RRT.
- POC of LE Staff insurance claims with Baghdad HRO.